

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment/Union"

Position Title:	Warehouse Worker
Position Number:	58105208 (2 positions available)
Division	Liquor Control Division
Bureau	Liquor Distribution Warehouse
Grade/Salary:	BC 6 / \$15.765
Status:	Permanent
City:	Helena
Union:	Yes
Supplement:	Yes
Hiring Supervisor:	Shauna Helfert
Closing Date:	November 21, 2006

Special Information: Requires physical ability to continuously lift and carry boxes weighing up to 60 pounds. New employees hired shall be paid at 90% of the applicable rate in effect for the first (6) six months of their employment

Role and Duties: The liquor warehouse loads and unloads freight trucks using an electric forklift, processes store orders off of a picking list using electric pallet jack and/or man lift. Assemble liquor cases for agency liquor stores by manually stacking 55-60 cases per pallet using electric pallet jack or order selector to stage in the out bound shipping area. Restock product and assemble boxes. General upkeep of the warehouse, including sweeping, emptying garbage and general maintenance of equipment. Maintain a clean, safe working environment.

Competencies: Ability to operate electric forklifts, pallet jacks, order selector, squeeze and slip-sheet forklifts safely and efficiently. General knowledge of warehouse operations and the ability to perform warehouse duties. Physical ability to lift and carry boxes up to 60 pounds continuously for 10 hours a day. Ability to fill stores orders in a timely and accurate manner. Ability to work without supervision. Shows a consistent pattern of being able to recognize the activities that need to be accomplished and to initiate action with minimal supervision. Is punctual and comes to work on time. Must be able to get along with co-workers.

Education and Experience: The above competencies are typically acquired through a combination of education and experience equivalent to high school diploma or GED and experience handling equipment and general knowledge of a warehouse operation.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and

the Montana State application form can be found on the Internet at www.mt.gov/revenue.
Phone: (406) 444-9858 Fax: (406) 444-6998.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the internet at www.mt.gov/revenue
2. Answers to the supplement questions (see attached).
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE
SUPPLEMENT QUESTIONS

Position Number: 58105208
Position Title: Warehouse Worker
Application Deadline: November 17, 2006

INSTRUCTIONS: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Explain in detail what duties you have performed in a large commercial warehouse?
2. What equipment have you operated in a large commercial warehouse? In your answer list the brand and months/years of experience with each piece of equipment.
3. Have you ever followed a picking list to put an order together for a retail store? Be specific as to where, how long and what type of order.
4. Give examples of work experiences in which you have had to lift 60lbs or more for a 10-hour day.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____